

## POLICIES AND GUIDELINES

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Contributors to the University of the Visayas Journal of Research must prepare the publishable article in accordance with these parameters. These are designed to standardize the process of preparing the journal for publication. Failure to keep on with this reference may culminate in the rejection of the article for publication.

### SUBMISSION OF MANUSCRIPTS

All manuscripts shall be sent electronically to [journal@uv.edu.ph](mailto:journal@uv.edu.ph) . UVJOR considers all publishable articles on the condition that they:

- ✓ are original
- ✓ are the property of the researcher
- ✓ have not been submitted for publication elsewhere
- ✓ have not been published already unless permission to republish was sought
- ✓ are not under consideration for publication elsewhere
- ✓ use respectful language

UVJOR may require the author/s to submit additional documents when necessary for authentication purposes.

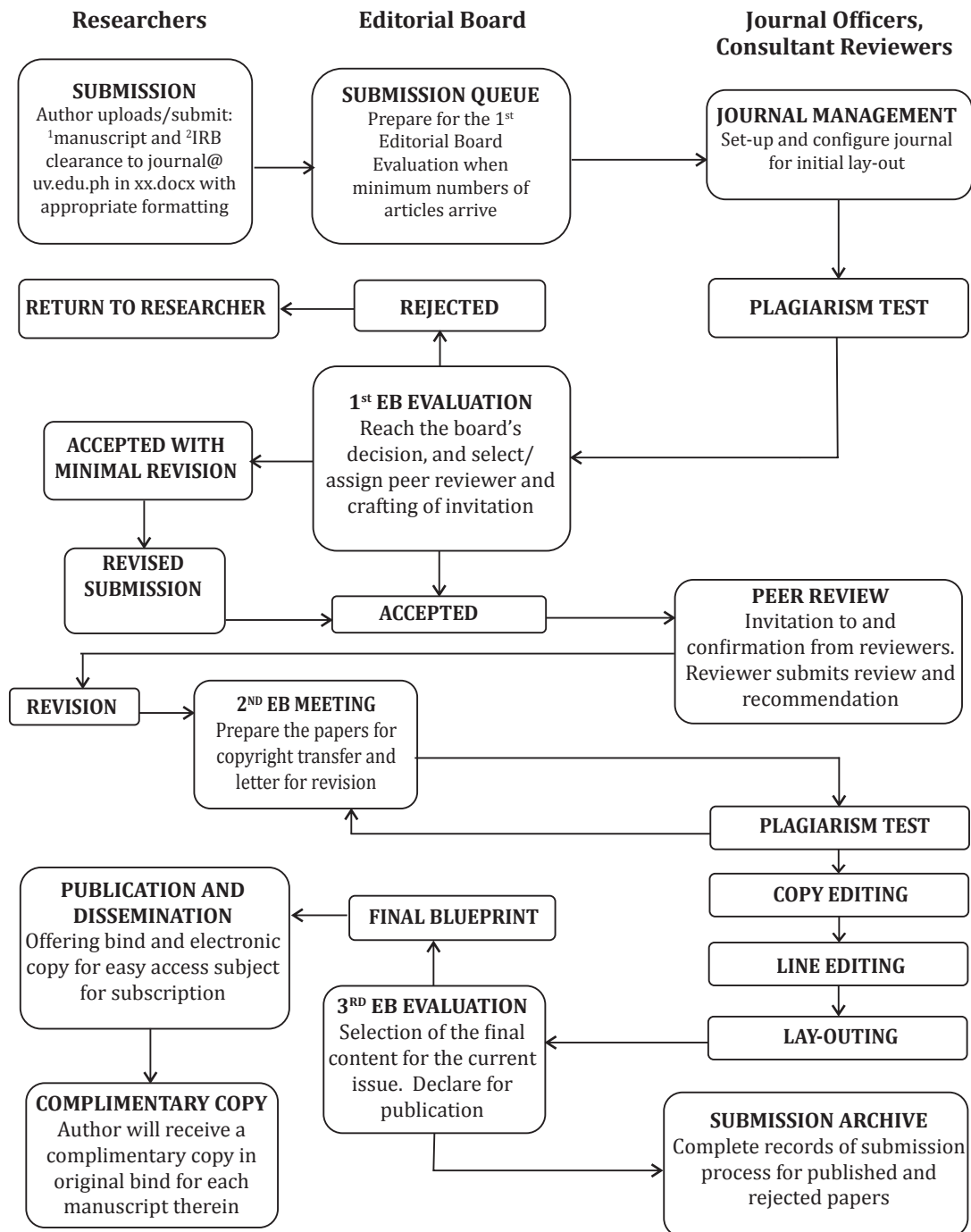
The UVJOR is a multidisciplinary research journal that accommodates:

- |                              |                            |
|------------------------------|----------------------------|
| ✓ Natural Sciences           | ✓ Arts & Culture           |
| ✓ Engineering and Technology | ✓ Computer Technology      |
| ✓ Medical Sciences           | ✓ Communication            |
| ✓ Social Sciences            | ✓ Health & Allied Sciences |
| ✓ Humanities                 | ✓ Business & Economics     |
| ✓ Education                  | ✓ Management               |
| ✓ Criminal Justice and Law   | ✓ Psychology               |
| ✓ Maritime                   | ✓ Mathematics              |

This multidisciplinary research journal caters:

- ✓ Empirical articles
- ✓ Theoretical articles
- ✓ Review articles
- ✓ Methodologic articles
- ✓ Philosophical articles
- ✓ Creative work

## The Publication Process



## PEER REVIEW SYSTEM

UVJOR subjects the author's scholarly work to the scrutiny of scholars with appropriate expertise. They are chosen from the pool of experts in a given field who are qualified and able to perform impartial review. They will perform content and methodologic screening and recommend acceptance or rejection for publication. The process encourages authors to meet the standards and prevents the dissemination of unwarranted claims, unacceptable interpretations and personal reviews.

**Initial Screening.** The board will initially choose articles for refereeing using the following criteria:

- ✓ Quality and significance of contribution to knowledge and/or practice
- ✓ Technical appropriateness
- ✓ Ethical considerations

**Quality and Significance of Contribution.** The research article must obtain at least the passing rate of twenty five points (25/40) from the content quality evaluation to qualify for publication. There are eight (8) areas:

<b>Validity</b> ( <i>quantitative</i> )	Measures what it intends to measure
<b>Credibility</b> ( <i>qualitative</i> )	Confidence in the truth of data and interpretation
<b>Reliability</b> ( <i>quantitative</i> )	Consistent and dependable results
<b>Dependability</b> ( <i>qualitative</i> )	Stability over time and conditions
<b>Generalizability</b> ( <i>quantitative</i> )	Inference are true to the broader populace
<b>Transferability</b> ( <i>qualitative</i> )	Findings can be transferred to other group/setting
<b>Theoretical Support and Analysis</b>	<p>Clearly focal theories and background knowledge</p> <ul style="list-style-type: none"> <li>• (<i>quantitative</i>) reflected in introduction and strong discussion in results</li> <li>• (<i>qualitative</i>) frameworks may be absent but resilient integration in the results in both descriptive and interpretative segments</li> </ul>
<b>Novelty</b>	Quality of being new, original, innovative or unusual
<b>Replicability</b>	Research process is replicable by other researchers
<b>Clarity of Analysis</b>	Simplicity and lucidity of reasons
<b>Impact/Utility</b>	Contribution to the stock of knowledge and/or practice

**Ethical Considerations.** The research article must obtain at least the passing rate of five points (5/9) to qualify for publication. The editorial board will rate the manuscripts according to:

<b>Beneficence</b>	Do not harm any of the subjects
<b>Justice</b>	Substantial integrity of the research paper and equal treatment of the subjects
<b>Respect</b>	Informed consent, used its truest sentence, and insures privacy of the subjects

In addition, the board may ask for IRB clearance and other pertinent records.

**Technical Appropriateness.** The research article must obtain at least forty points (40/60) to qualify for publication. The editorial board will rate the manuscripts according to:

- **Title** – The paper must state its title without any abbreviations
- **Author/s' Demographics** – The paper must write the complete list of authors all in GMIS form, individual name of institution and country
- **Abstract** – The paper must no more than 250 words contains introduction, method, and result and discussion (IMRAD)
- **Introduction** – The introduction is engaging, states the main topic and previews the structure of the paper
- **Research Objectives** – The paper must clearly and concisely states the paper's purpose which is engaging, and thought provoking
- **Body** - Each paragraph must have a thoughtful supporting detailed sentences that develop the main idea
- **Organization and Structural Development of the Idea** – The writer demonstrates logical and subtle sequencing of ideas through well-developed paragraphs and transitions are used appropriately
- **Conclusion** - The conclusion is engaging and restates the thesis
- **Mechanics** – The paper must have no errors in punctuation, capitalization and spelling
- **Usage** – The paper must have no errors in sentence structure and in word usage
- **In-Text Citation** - All cited works, both text and visual are done carefully
- **Reference List** – The paper must include more than ten (10) major references all in APA Format

The author/s will be notified once the paper submitted for publication is rejected for the initial screening.

**External Review.** Manuscripts accepted from the initial screening will proceed to the next step. The board will identify two independent (external) content experts who will appraise the manuscripts according to:

- ☒ Significance of contribution to knowledge and/or practice
- ☒ Substance of the content
- ☒ Clarity of exposition

## POLICY ON CONFLICTS OF INTEREST

UVJOR will only publish articles after the author/s have confirmed that they have disclosed all potential conflicts of interest.

**Disclosure of the Conflict of Interest.** All sponsors supporting the work including all the institutions involved must be acknowledged in text. All sponsors and institution involved must be notified for the submission of the article for publication. This includes declaration of no commercial association that may pose conflict of interest. It is the researcher's sole responsibility to any issues pertaining to this matter.

## AUTHORSHIP

**Authors Undertaking.** Authorship undertaking does not only involve the very people who actually formulate and introduce the idea or perform the experiments or field works necessary for the paper but also includes those who make the undertaking possible, such as providing logistical, technical, or financial support and the likes.

- 1) The author must first acquire an application form for authorship, declaration of authorship and copyright form, and the IRB clearance that comes with the paper or manuscript. Forms are available in the office of the UV Center for Research and Development (UV-CRD). You may also correspond to [journal@uv.edu.ph](mailto:journal@uv.edu.ph)
- 2) After filling up the forms, the author may either submit them personally, together with the IRB clearance and a soft copy of the paper or manuscript, to the Editorial Board, or by electronic mail. There must be one set of forms or requirements for every paper.

**Originality Undertaking.** An undertaking of originality in publication is an undertaking not only of honesty and integrity but of the pursuit of new ideas, the very rationale of publication itself.

- 1) Authors must first choose a topic or subject for their paper and search out for existing works of similar idea with that of their own and determine whether the similarity between them is not close enough for either of them to be identical with the other, unless if the paper is comparative by nature.
- 2) Authors must not overly rely upon or absorb the entire substance of other published works and should try to innovate and create new ideas. Authors may use the postulations of other works to either refute them or make a new approach off of them.
- 3) Authors must and always make a citation of their references.

## ETHICAL CONSIDERATIONS

**Policy on Use of Human Subjects in Research.** UVJOR will only publish research articles involving human subjects after the author/s have verified that they have followed all laws and regulations concerning the protections afforded human subjects in research studies within the jurisdiction in which a research study they describe was conducted. For research conducted outside the University of the Visayas, the research protocol must have been approved by the appropriate institutional review board (IRB). In the case of exempt research, the IRB must have deemed the research protocol exempt.

**Ethics Undertaking.** Ethics undertaking is that which maintains the balance of the effects between the naturally aggressive character of the pursuit of knowledge and the establishment of some restrictions on said pursuit for it to abide with the existing societal norms which all members of the society, authors included, must observe.

**STEPS:**

- 1) Authors must procure an acknowledgment form prior to the start of making their paper. The acknowledgment form enumerates the general ethical guidelines that authors must adhere to during the formative course of their paper or manuscript, or in the co-authorship thereof. They are to affix their signatures on the form to acknowledge full understanding and comprehension and compliance with the guidelines.
- 2) Authors must submit to the editorial board, together with the finished paper or manuscript and the required forms of authorship, the IRB clearance that certifies compliance with the ethical guidelines set forth by their research institution, either personally or by electronic mail.

**IRB Exemption.** Some studies may need not undergo IRB process. However, UVJOR requires the researcher/s to submit IRB Exempt clearance. These include:

- 1) Research conducted in established or commonly accepted educational settings, involving normal educational practices.
- 2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement) survey procedures, interview procedures or observation of public behavior.
- 3) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- 4) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine procedures or programs.
- 5) Taste and food quality evaluation and consumer acceptance studies.

**IRB Approval Certification.** Researcher/s who are unable to present IRB Exempt Clearance must obtain a certification indicating that the/ir research obtained IRB approval prior to the conduct of the study.

## **SCHEDULE OF PUBLICATION AND CIRCULATION**

**Schedule.** The University of the Visayas Journal of Research is published in print annually.

**Circulation.** UVJOR is available in printed copy. The dissemination of the journal will be in the form of subscription for public and private institutions and agencies. A complimentary copy will be given for the authors.

Reviewers will enumerate explicit suggestions. The suggestions will be consolidated by the publication officer. When comments are contradictory, the editor-in-chief may intervene. A third referee may be invited if the editor-in-chief cannot arrive in a decision. The consolidated report will be communicated with the author(s).

**Double-Blind Process.** UV Journal of Research operates a strictly double blinded peer review process in which author/s and reviewers' names are withheld from each other.

**Referee Recruitment.** The peer reviewers will be chosen according to their subject and major concentration.

**Qualification of Reviewer.** Reviewers must have at least 5 published researches for the last 5 consecutive years in refereed journals. Each of them will be invited according to their subject and major concentration. All reviewers are external. Selection of reviewers is the responsibility of the editorial board.

UVJOR have a pool of invited reviewers. If there are no identified/qualified experts from the pool to review the submitted paper, the editorial board, with the assistance of the publication officer, will facilitate the identification and invitation. If the board cannot identify one, especially when academic topics are highly-specialized, author's inputs may be solicited in enumerating a list of experts in the specific specialized field.

**Scoring System.** The research manuscripts will be rated according to the evaluation criteria of UVJOR.

<i>Score</i>	<i>Description</i>
5	Accept without revision
4	Accept with minor revision
3	Accept with major revision
2	Reject with option to resubmit
1	Reject without option to resubmit

- 1) The mean will be determined by summing all scores and dividing it by the number of referees.
- 2) If one referee rejects the paper without the option to resubmit, automatically, the article is rejected. A notification will be sent to the author/s for their information.
- 3) If the article obtained an average score of 2.00, automatically, the article is rejected. A notification will be sent to the author/s for their information.
- 4) If the article obtained an average score of 2.01 and above, the Editorial Board will send a letter to the author/s concerning on either:
  - for minor revision;
  - for major revision; or
  - advise the author for resubmission.
- 5) Even if the article obtained an average score of 5.00, the author/s still need(s) to integrate all suggestions.

- 1) Rejected articles are advised to submit their manuscripts to another journal publication.

**Transmittal of Comments.** After careful scrutiny, the editorial board will notify the author/s whether their manuscripts are accepted or rejected. If they also have additional comments on the studies, these are communicated with the authors as well. The summary of consolidated comments will be attached to the letter together with the plagiarism check results. Author/s are usually given fifteen (15) days to comply with the suggestions.

**Finalization of the Journal Entries by the Board.** The Board decides for the final entries for publication.

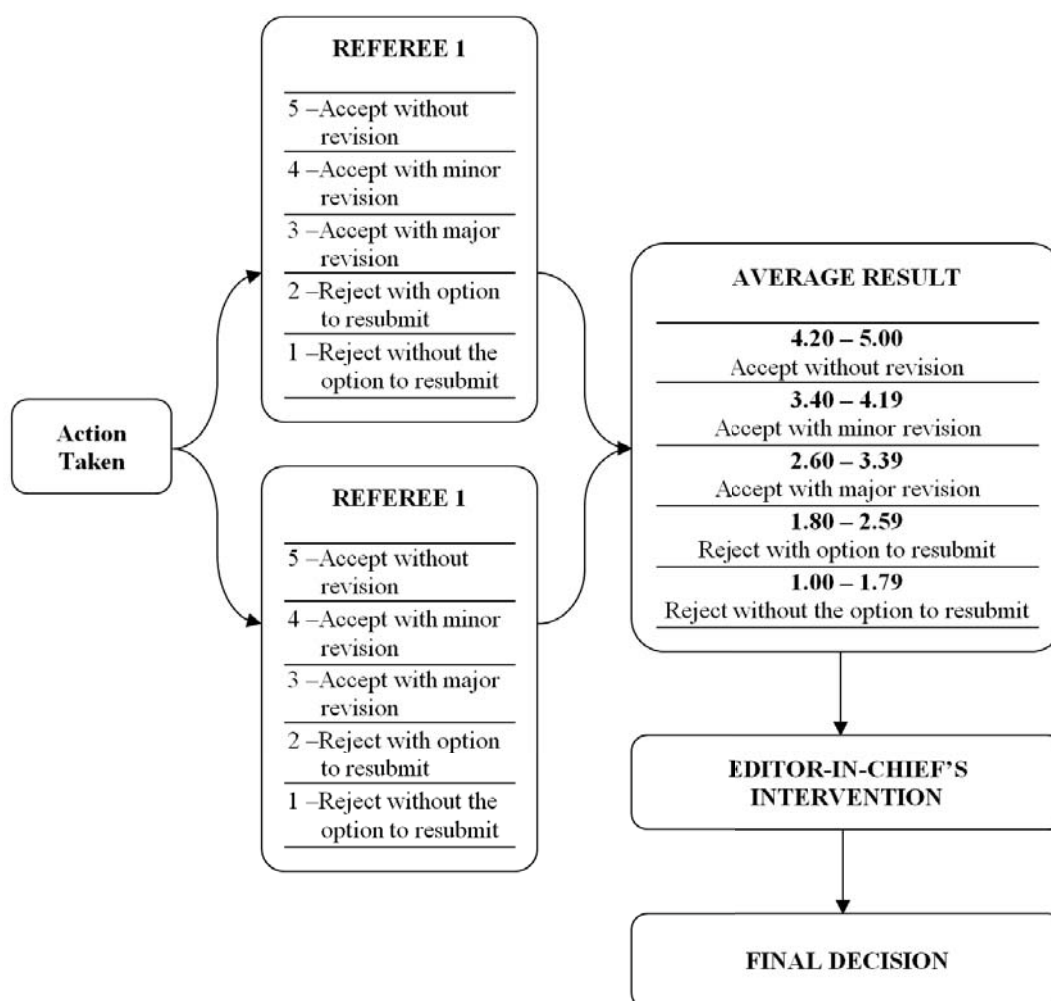


Figure 1. Accepting/Rejection Process



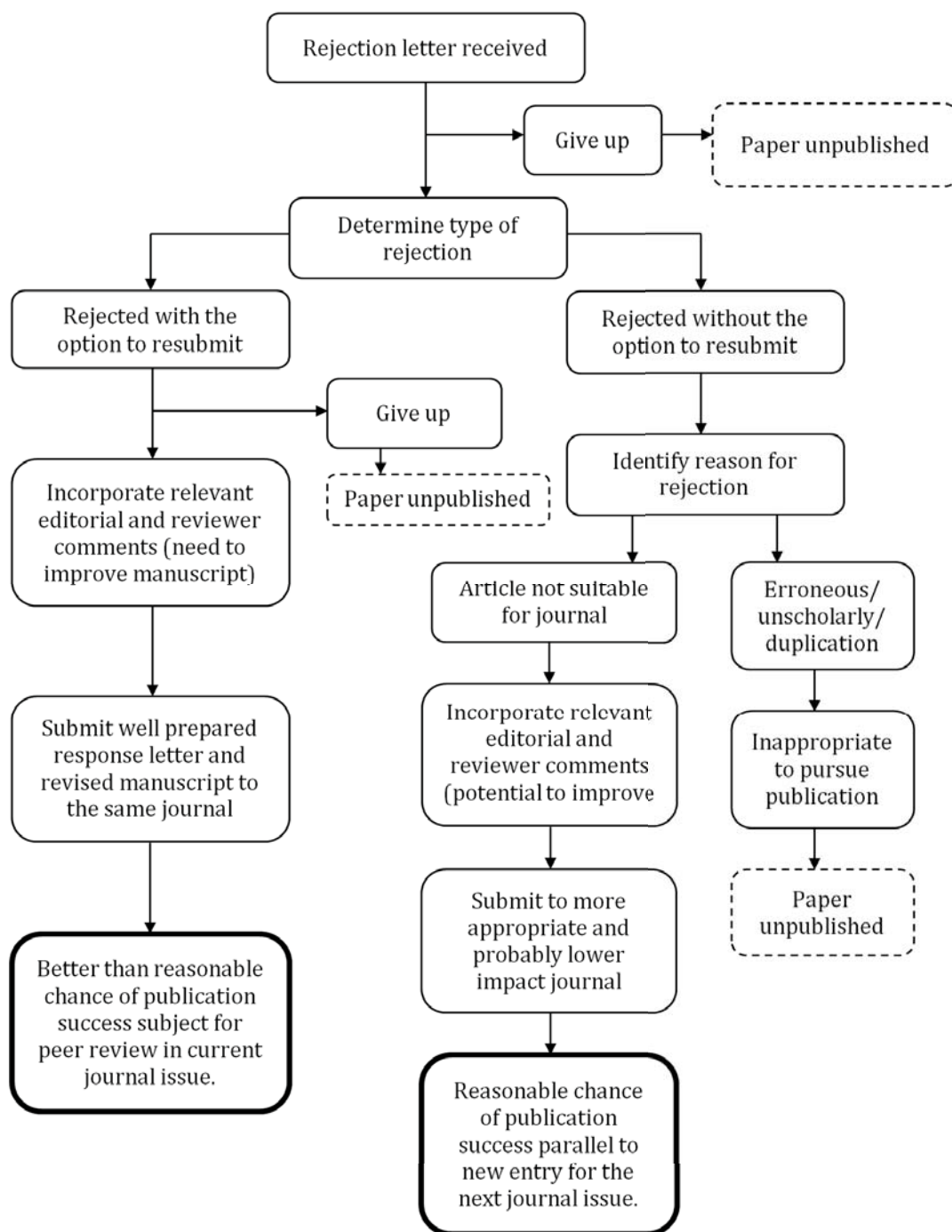


Figure 2. Author's Guide for rejected manuscript

## GRAMMAR CHECK

UVJOR utilizes Grammarly to aid in guarding the quality of sentence structure of accepted manuscripts for publication. It is a comprehensive grammar editing tool that checks the text for the proper use of more than 250 common and advanced grammar rules. Grammatical errors are categorized, clearly displayed, and organized for review and revision.

## PLAGIARISM CHECK

The UVJOR utilizes the turnitin originality checker to determine the Similarity Index. It generates originality report by providing a summary of similar text from its database. Direct Quotation and Reference Lists are excluded in the report. Only the content of the manuscript are considered for text matching.

**Similarity Check.** Turnitin recommends that the final arbiter in excluding materials should be based on human judgment. The editor-in-chief determines which materials are not contextually related to the submitted manuscript and manually excludes them in the report. Matches less than 6 words are also excluded.

**Originality Scoring.** Manuscript with an originality rating of 90% and above will be published without revision. A rating of 51% to 89% will be returned to the authors for revision. Ratings below 51 will be rejected from publication.

**Transmittal of Similarity Index Result.** The report will be printed and transmitted to the author/s for manuscript revision.

## COPYRIGHT POLICY

Manuscript submitted to UVJOR is made possible by limited license grant from the author(s). The authors shall retain all copyrights of their contribution. All other elements of the journal including its name, structure and organization are also protected by copyright and are the property of the Center for Research and Development, University of the Visayas.

**Declaration of Previous Publication.** The author/s must declare any form of print and online publication before the actual release of the journal. Consideration for full or partial reprint, including abstracts, of the article needs approval from the UVJOR. This includes publication of conference proceedings. If UVJOR allows the reprint, Permission letter to reprint from the editor-in-chief of the previous prints must be sought.

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